



Job Title: Downhill Ski Area & Marina Kitchen Supervisor (winter/summer)
Department: DSL & Marina Food and Beverage
Reports To: DSL Food and Beverage Manager & Marina Manager (winter/summer)
FLSA Status: Nonexempt
Updated: 10/1/17

Summary

Under the supervision of the Downhill Ski Area Food and Beverage Manager & Marina Manager (winter/summer), the Kitchen Supervisor is responsible for ensuring the cafeteria / Marina snack bar dining facilities are working in a safe and professional manner. The Kitchen Supervisor provides direct supervision to all personnel assigned to the kitchen at the DSA / Marina.

Essential Duties and Responsibilities include but are not limited to the following. Other duties maybe assigned.

- Trains, directs, and oversees all personnel assigned to the kitchen and barbeque grill at the Downhill Food and Beverage Department.
- In conjunction with the Food and Beverage Manager, develops institutes and manages kitchen and barbeque menu.
- Provides excellent customer service to customers, and employees alike.
- Recognize and support a positive work environment.
- Troubleshoot employee and customer concerns. Communicate problems and solutions with management
- Maintains a working knowledge of Association rules, regulations and procedures and enforces them accordingly.
- Prepares menu items in a clean, safe manner and in accordance with State sanctioned standards.
- Maintains a clean, hazard free work area at all times.
- Review and discuss employee work hours with Manager, and ensure that overtime hours are pre-approved.
- Coordinate cleaning schedule of kitchen, including equipment, work stations and service areas.
- Takes inventory on a daily basis and maintains par levels by ordering necessary products from vendors.
- Takes monthly inventory and maintains food costs at or below budgeted percentage.
- In conjunction with the Food and Beverage Manager creates appealing menu items for special events.
- Administer and ensure compliance with Employee Meal Procedure; prevents abuse of this privilege by employees
- DSL- communicates with cashiers regarding orders and pricing on special orders. In the absence of the manager and floor supervisor this person will direct operations with cashiers in food court and bbq.
- Marina- oversees POS in snack bar and directs snack bar POS staff in the grab n go area. Oversees and trains beach beverage service.
- May be required to shovel snow

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Entry level line-cook position (pantry, deep fryer stations).
- Maintain the quality and consistency of the food standards, at all times, including peak periods.
- Must be able to execute precise knife skills keeping food prepared by dice or julienne the same size for even cooking.
- Must be able to work proficiently in all stations (broiler, pantry and fryer). Must be able to work these stations during peak periods while maintaining the quality of set standard and consistency of the food.
- Must be able to cook to the correct temperatures all griddle top menu items.
- Must be able to produce a properly cooked product, at all times, especially during very busy peak periods.
- Must be familiar with prep area and be able to step in on prep work during non-peak periods.
- Must be able to read and follow recipes.
- Must be able to lead the line on a regular basis.

Education and Experience

Certificate from Culinary School or two years related experience in the Food and Beverage industry.

Certificates, Licenses, Registrations

Current CPR and AED certificate. A valid class C Drivers License with a driving record meeting the minimum standards required by the Association's insurance carrier.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, proportions, and percentages.

Reasoning Ability

The ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, finger, feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to sit, climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities

Supervises a staff of four. The employee is responsible for the overall direction, coordination, and evaluation of the Downhill Ski Lodge's kitchen and barbeque grill. Carries out supervisory responsibilities in accordance with the Food and Beverage Manager, the Association's policies, procedures and applicable State laws. Responsibilities include training kitchen employees; planning, assigning and directing work. Inventory control and par level management.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE